



**COUNTY OF HUMBOLDT**  
invites applications for the position of:

## **Correctional Cook - Probation**

**SALARY:** \$15.34 - \$19.68 Hourly  
\$2,658.90 - \$3,411.97 Monthly  
\$31,906.80 - \$40,943.64 Annually

**OPENING DATE:** 01/08/18

**CLOSING DATE:** 01/26/18 11:59 PM

### **DEFINITION:**

NOTE: The eligibility list established by this recruitment will be used to fill openings in the Probation Department only. Successful candidates will be required to pass a detailed background investigation.

Under general supervision, oversees inmates and inmate trustees and personally participates in the preparation, volume cooking and portioning of meals in the County Jail or Juvenile Hall; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This skilled, working level class ensures that nutritional, properly prepared meals are produced in a large volume, institutional setting on an assigned shift. Responsibilities may include overseeing inmates and inmate trustees assisting with food preparation if assigned to the County Jail.

This class is distinguished from Food Services Supervisor in that the latter is the first full supervisory level, responsible for all correctional food preparation and planning activities.

### **EXAMPLES OF DUTIES:**

- Oversees inmates and personally participates in the preparation, cooking and portioning of meals on an assigned shift.
- Plans meals following established guidelines and orders required food items.
- Prepares and oversees the preparation of a full range of meals, including special diets.
- Directs inmates and inmate trustees assisting with food preparation and delivery duties in the County Jail.
- Directs the portioning of food for distribution to the population at the County Jail or Juvenile Hall.
- Ensures that food preparation equipment, cooking and serving utensils, kitchen work areas and the dining area are orderly, clean and sanitary.
- Uses, cleans, adjusts and performs minor maintenance to a variety of large institutional cooking equipment.
- Stores leftover food appropriately, inventories and maintains stocks of food and supplies; receives food and supplies, unpacks and stores in the appropriate location.
- Instructs inmates or other assistants in the techniques of food preparation, cooking and portioning, including safe work procedures.
- Maintains records of food and supplies used, meals served, etc.; prepares periodic and special reports as required.
- Monitors and maintains the security of facilities and equipment.

### **QUALIFICATIONS:**

**Knowledge of:**

- Principles, methods and equipment used in high volume meal preparation in an institutional setting.
- Safe work practices and sanitation related to food preparation and service.
- Basic business arithmetic.
- Basic inventory and recordkeeping principles.
- Inmate security procedures and techniques.

**Skill in:**

- Planning, overseeing and preparing meals in a large scale, institutional setting.
- Directing and prioritizing the work of others.
- Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.
- Maintaining accurate records and preparing basic reports.
- Instructing others in work procedures.
- Making accurate arithmetic calculations.
- Reading, understanding and following recipes and oral and written directions.
- Maintaining security of facilities and equipment.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Other Requirements:**

Must be willing to work evenings, weekends, holidays and other off-shift hours. Must be physically capable of sustained standing and walking. Must pass a detailed background investigation.

**Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is:

Two years of experience in large scale institutional food preparation and volume cooking experience.

**ADDITIONAL INFORMATION:****CalPERS Retirement**

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

**Selection Procedure**

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

**Policy of Nondiscrimination**

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances.

Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

**How to Apply**

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

To fill a vacancy, Human Resources furnishes the employing department with the names of those persons having the six highest scores on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

**MEDICAL EXAMINATION:** A pre-employment medical examination provided by the County will be required upon offer of employment.

**OTHER EXAMINATIONS:** Some positions also require psychological evaluation and/or extensive background investigation.

**LICENSES:** Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

**PROBATIONARY PERIOD:** Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

**EMPLOYMENT ELIGIBILITY:** It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

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All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

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**EEOC:**

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**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.humboldt.gov/hr>

Position #17-430  
CORRECTIONAL COOK - PROBATION  
BP

825 5th Street, Room 100  
Eureka, CA 95501  
707-476-2349

[personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us)

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